

ODP-0-1635

24 DEC 1980

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MEMORANDUM FOR: Director of Personnel Policy,
Planning and Management, DCI

THROUGH: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing, ODP, DDA

SUBJECT: Waiver of Donated Overtime - GS-12

1. PURPOSE

The purpose of this memorandum is to obtain approval of a waiver of donated overtime for GS-12 employees in Engineering Division (currently three).

2. OVERTIME POLICY

A waiver of donated overtime can be granted based on the following justification:

STATINTL

- o Per [] paragraph C (B) (iii); On a second job the duties of which are substantially unrelated to the primary assignment.

STATINTL

- o Per [] paragraph C (B) (i); On a position which requires amounts of overtime work on a continuing basis and the productivity is predominately measurable in units of production or hours of duty performed.

3. JUSTIFICATION

A. Second Job (Hardware Changes/System Testing)

Engineering Division has the responsibility for site preparation, relocation, installation and system testing for all computer and communications equipment in the ODP Computer Centers. The nature of the work requires it to be performed during non-prime hours (1800-0600/Monday-Friday, 1700-0600/Saturday-Sunday) so as to assure minimum impact to ODP services. Because of the multi-vendor environment in the ODP Computer Centers and to assure Agency technological independence from vendors, personnel

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from all Branches within Engineering Division participate in hardware changes and/or system testing. GS-12's who participate on the hardware change team and/or perform system testing have a primary assignment of configuration management, performance support and user terminal support which are substantially unrelated to the duties requested for this waiver.

(1) Hardware Changes

Activity related to hardware changes include the prelay and removal of several sets (sometimes as much as five miles total) of computer equipment cables under a 12 inch raised floor, testing cables for shorts and bad pins and installing cables in equipment areas where it is hazardous for anyone but trained personnel. Often computer equipment must be relocated between the ground and first floors or from one Computer Center to another. These activities require personnel to wear safety shoes, hard hats, coveralls and gloves. After the equipment changes have been made, the change must be tested in its primary and all backup configurations. The change must be successful and meet all user requirements before the Change Team can leave. To assure the change is successful and to provide expertise to solve any problem which may arise, senior, technically well-qualified and experienced personnel must be present. The types of qualifications, leadership and ability to remain cool under extreme pressure situations requires Engineering Division to assign GS-12's to this activity in addition to their normal work assignment.

(2) System Testing

Activity related to system testing includes testing and implementation of new computer equipment, testing and implementation of new or updated communications support and testing in support of troubleshooting situations. This type of testing determines and often results in hardware acceptance decisions, vendor responsibility to problem situations and solution direction, and assurance of user communication support. The expertise in system testing requires Engineering Division to assign GS-12's to this activity in addition to their normal work assignment.

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B. Continuing Overtime

OPPPM Memorandum No. 20-29-16 defines continuing overtime. Engineering Division personnel in FY79 and FY80 averaged 45 hardware changes a year. A GS-12 employee who has participated in the Change Team during this period, has averaged 14 hours overtime per pay period. Engineering Division projects there will again be 40 plus changes and the average overtime per pay period will remain in the 14-16 range. In addition, the new computer system (IBM 3033MP) and upgrade of the communications front end processors (Comten 3670 to Comten 3690) will require extensive system testing during FY81.

4. NORMAL ASSIGNMENTS

The waiver of donated overtime for the GS-12's in Engineering Division (currently three persons) is only for work related to hardware changes and/or system testing. Overtime required to perform tasks related to their primary assignment will follow in accordance to [] paragraph C.

STATINTL

STATINTL

[]
Bruce T. Johnson

CONCUR: STATINTL

[]
Deputy Director for Administration

* APPROVED:

Director of Personnel Policy,
Planning and Management

1-2-81
DATE

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* This request for waiver of donated overtime for GS-12 employees whose directed overtime work is related to hardware changes and/or system testing is approved.

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